



Administrative Variance Submittal Checklist

For PDS Use Only

PROJECT FILE NUMBER: _____ ACCEPTED BY: _____
PROJECT NAME: _____ DATE: _____

A. Master Permit Application (Original + 4 copies) filled out in its entirety with the notarized signatures of the applicant and owner(s) of the property.

B. Answers to Variance Criteria Sheet (Supplement A), 5 copies (see attachment)

C. Site Plans - 5 copies (minimum 8.5"x11"): Your site plan shall be on 8½"x11", 8½"x14", or 11"x17" plain white paper. It must be drawn to a standard ENGINEER'S scale (1" = 10', 20' 30' 40', 50', 60' 100' or 200').

D. Site Plans shall include all of the following:

- ____ 1. Site boundary and property dimensions
- ____ 2. Dimensions and locations of all structures which will be maintained, removed or proposed
- ____ 3. Location of existing NGPA, NGPA/E and proposed CAPA.
- ____ 4. Wetlands and fish & wildlife habitat conservation areas on and within 300 feet of the site, including required buffers (Chapter 30.62A SCC)
- ____ 5. Geologically hazardous areas on or within 200 feet of the site (SCC 30.62B.130)
- ____ 6. Location, size and type of all aquifer recharge areas on the subject property (SCC 30.62C.130)
- ____ 7. Location of public and private rights-of-way
- ____ 8. Source, composition, and approximate volume of fill materials. Show Fill total on Site Plan.
- ____ 9. Composition and approximate volume of any extracted materials and proposed disposal areas. Show Cut total on Site Plan.
- ____ 10. Show areas to be cleared or disturbed in square feet.
- ____ 11. Show areas of new, replaced or new, plus replaced impervious surface and depict square feet.
- ____ 12. Contour lines of existing topography, shown by dashed or shaded lines, with intervals sufficient to clearly show drainage, slopes and roads on site and within 50 feet of the external boundary lines. The contour intervals shall be 2 or 5 feet. All contours shall be referenced to mean sea level (**NGVD 1929 datum**). A benchmark together with its location and elevation shall be identified. (Contour lines are only required when critical to justification of the variance request).

E. Vicinity Map – 1 copy

A vicinity map, preferably located in the upper right-hand corner of the site plan, clearly identifying the location of the property at a scale of not less than one inch to two thousand feet (1" = 2,000') and including municipal boundaries, township and section lines, major roads, railroad and transmission rights-of-way, rivers, streams and lakes and indication of the scale used. For rezone or shoreline applications, identify the general nature of land uses contiguous to the development site in all directions (e.g., residential to the south, commercial to the north, etc.).

F. Supporting documents and required fees

- _____ 1. A detailed written description of the proposal **(5 copies)**
- _____ 2. **One copy** of the legal description in a format which complies with state recording requirements. See attachment.
- _____ 3. Any additional materials (photographs, surveys, elevations, sketches, etc.) to ascertain compliance with applicable provisions of the county code, or as required by the comprehensive plan. **(5 copies)**
- _____ 4. A critical areas study for any development activity, or action requiring a project permit occurring in wetlands, fish & wildlife habitat conservation areas or their buffers (SCC 30.62A.140). **(3 copies)**
- _____ 5. A geotechnical report for any development activity or action requiring a project permit proposed within: an erosion hazard area, landslide hazard area or its setback, 200 feet of a mine hazard area or its setback, 200 feet of any faults (SCC 30.62B.140). **(3 copies)**
- _____ 6. A hydrogeologic report for any activity or use requiring a project permit regulated under chapter 30.62C SCC and proposed within a sole source aquifer, Group A wellhead protection area or critical aquifer recharge area with high or moderate sensitivity (SCC 30.62C.140). **(3 copies)**
- _____ 7. Public Notice Payment Agreement Form completed
- _____ 8. Required filing fees pursuant to SCC 30.86.230

A Site Review fee may be collected if your application is not submitted in conjunction with a building permit application. If time extension is requested, a Time Extension fee will be charged.

(Note: Additional fees may include Snohomish Health District review fees and The Everett Herald Publication fees.)

AUTHORITY: Snohomish County Code 30.70.030 authorizes the Director of Planning and Development Services to establish and revise submittal requirements for all permit applications. These requirements are hereby established as shown above, and shall be on file with the department. Due to site-specific circumstances, the Director or his designee may waive individual requirements on a case-by-case basis.